

TrustEd Schools' Partnership Health and Safety Policy

FREQUENCY OF REVIEW: **Annually**

RATIFICATION: **Spring term 2021**

DATE OF NEXT REVIEW: **Spring term 2022
unless there is a material change**

APPROVED BY: **The Board of Trustees**

Adopted by the Board of TrustEd Schools' Partnership

Signed _____ Dated _____

Chair of Trust Board

Signed _____ Dated _____

Chief Education Officer (CEO)

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Part 1

General Statement

TrustEd Schools' Partnership is a Multi-Academy Trust responsible for a network of primary and secondary schools across Shropshire and has overall responsibility for the health, safety and welfare of staff and students in its schools. It recognises that ensuring the Health and Safety of staff, students and visitors is essential to the success of its schools.

The Board of Trustees and Chief Education Officer (CEO) recognise and accept their respective responsibilities under Sections 4 & 7 of the Health & Safety at Work etc. Act (HASAWA) 1974 and will seek to provide a safe and healthy workplace for all its employees.

The Trust recognises that decisions about workplace Health and Safety should take account of the views and priorities of those employed by the Trust. When employees are actively engaged in Health and Safety, the result is fewer accidents and less ill health.

The Trust is committed to:

- Providing a safe and healthy working and learning environment.
- Ensuring adequate welfare facilities exist in the schools.
- Preventing accidents and work-related ill health.
- Meeting our legal responsibilities under Health and Safety legislation.
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training, and supervision.
- Consulting with employees and their representatives on Health and Safety matters as required.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Ensuring adequate resources are made available for Health and Safety issues, so far as is reasonably practicable.

The Trust will support its schools by putting in place clear policies, which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective. All those who are part of the Trust, including local governing bodies, will play their part in policy implementation.

In accordance with the Trust Scheme of Delegation, the Trustees will be accountable for:

- Instituting a Health and Safety policy.
- Determining, on an annual basis, those policies which will be developed by the Trust and mandatory for all Trust schools.
- Making available to schools, copies of all current policies and procedures and a schedule for their review, to review and update policies where allocated to the school.
- Checking that Health and Safety regulations are followed.

Each Trust school is responsible for:

- Ensuring that Health and Safety regulations are followed.
- Implementing Health and Safety policies and procedures.

To achieve this, we will ensure:

- Effective Health and Safety management systems are established and embedded throughout our organisation.
- Provision of a productive and safe learning environment.
- The setting, monitoring and management of Health & Safety performance against clear goals and objectives.
- That suitable allocation of resources is provided to ensure effective health, safety, and risk management.
- Maintenance of safe systems of work and safe plant and equipment.
- Provision of information, instruction, training, and supervision, as necessary.
- Identification and assessment of hazards and risks and the allocation of adequate resources to implement effective control measures.
- Provision of competent Health & Safety advice for all employees and associates.
- Joint consultation with employees on Health & Safety matters.
- Provide clear and regular communication around our Health & Safety performance

Employees are required to actively contribute to the implementation of this policy by:

- a) taking reasonable care for the Health and Safety of themselves, colleagues, and others; observing safety rules where applicable to them.
- b) co-operating with management in any measures implemented to meet statutory obligations and designed to promote Health and Safety at work.
- c) at least annually, reminding themselves of the contents and responsibilities in this policy.

All employees should note that failure to discharge the obligations placed on them by this or any relevant statutory provision then they may be liable to:

- a) prosecution by the Health and Safety Executive (Note: far more likely to be the employer), and/or
- b) disciplinary action under the Trust's disciplinary rules.

Part 2

Section A - Responsibilities

Staff will have responsibilities assigned to them as detailed in this part of the Policy.

Board of Trustees will:

The Trust will make sure that there are adequate financial and physical resources available to support this Policy, and will take steps which are reasonably practicable and within its power to meet its responsibilities, paying attention to:

- providing suitable and enough assessment of the risks to the Health and Safety of employees whilst at work, and the risks to the Health and Safety of non-employees arising out of or in connection with work activities
- providing a safe place of work, safe plant, equipment, and machinery and, the safe use, storage, handling and transportation of articles and substances at work
- providing a safe and healthy working environment and adequate welfare facility
- providing enough support and facilities to enable Trade Union appointed Health and Safety Representatives and other employee representatives, to carry out their functions in accordance with the Safety Representatives and Safety Committee Regulations 1977, and the Health and Safety (Consultation with Employees) Regulations 1996
- maintaining existing participation e.g., Safety Committees; team meetings and so on. In doing so, recognising the significant contribution that employees can make towards policy implementation, and the importance of maintaining these procedures because they represent an effective system of communication on Health and Safety matters.
- fostering an atmosphere within the Trust that encourages employees to contribute positively to their own Health and Safety at work.
- providing information, instruction, and training at all levels to secure competence and to avoid ill health or injury at work.
- making and giving effect to arrangements for the effective planning, organisation, control, monitoring and review of preventive and protective measures
- making provision for access to expert Health and Safety advice, from both within and outside the organisation

Chief Education Officer (CEO) will:

- Assist, monitor, and formulate the Trust Health and Safety Policy through consultation with management and Trade Union appointed Health and Safety Representatives/employee representatives.
- Monitor the implementation of Trust Health and Safety Policy, review performance, and report thereon to the Trust and SLT.
- Establish structures and strategies to implement the Health and Safety Policy and integrate these into general business activities.
- Ensure responsibilities for the management of Health and Safety are appropriately assigned.
- Ensure enough resources are available for the implementation of the Health and Safety Policy.
- Health and Safety performance are robustly monitored and reviewed.
- Oversee the implementation of Health and Safety action plans that are developed as a result of any Health and Safety monitoring or inspections undertaken.
- Ensure individual Trust schools produce Health and Safety procedures relevant to their schools and site-specific risk assessments and that these are monitored and reviewed on a regular basis.

- Ensure the Trust Health and Safety Policy is reviewed annually.

Trust Executive Headteacher/Headteachers

Responsibility for the implementation of the Health and Safety Policy within each Trust school lies with the Headteacher who has delegated responsibility for Health and Safety.

The Headteacher aided by the Senior Management Team (SMT) members will ensure that systems exist to ensure that:

- Health and Safety is implemented and managed in their school in accordance with Trust Health and Safety Policies and procedures.
- Within their individual school ensure that all site related Health and Safety tasks including statutory maintenance checks are undertaken at appropriate frequencies to ensure that site related Health and Safety issues are managed.
- A specific Health and Safety procedure is in place relevant to their school.
- School specific policies and procedures are in place to deal with specific risks within their school.
- Responsibilities for safety, health and welfare are properly assigned and understood by employees within their area of control and where appropriate develop a local policy/procedure specific to their area.
- Hazards are identified, and that written Risk Assessments are up to date. Making sure that the review, monitoring and re-issue of Risk Assessments are carried out as and when necessary e.g., change in work practices, the introduction of new processes or machinery and so on, and at not less than 12 monthly intervals.
- There are adequate resources within the budget for Health and Safety.
- Identify persons within their school who will have specific Health and Safety responsibilities.
- Adequate Health and Safety training is provided to enable persons to carry out their responsibilities.
- Systems are in place for the effective monitoring of Health and Safety performance within their school.
- Employees successfully complete a Health and Safety induction programme as a minimum Health and Safety standard. Seeking advice and liaising with the competent person, the Trust Central Team or external organisations on Health and Safety matters and best practice where necessary.
- They inform the CEO/Trust Health and Safety Co-ordinator of issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policy.
- Where external services or contractors are procured to ensure that those organisations or people have systems in place to manage safety, health and environment responsibilities effectively and that contractor safety controls are adhered to.

Senior Management Team (with responsibility for duties)

- will be responsible for drawing up a rota of staff to man specific areas of the premises and site.
- training and supervising of the lunchtime duty team to ensure they understand their role and carry it out effectively.

Trust Central Team

The Trust Director of Finance and Business will act as the Trust Health & Safety Liaison Officer responsible to the CEO.

Trust Health and Safety Co-ordinator – Karen Cook

- Assist the CEO in ensuring that the Health and Safety Policy is clearly communicated to all Trust schools.
- On behalf of Trust working in conjunction with the CEO to exercise executive powers, which may include the cessation of work activities, where there is a serious and imminent risk of injury to person(s).
- Work in conjunction with any Trust consultants, advisers to Headteachers and the CEO on Health and Safety Policy.
- Liaise with the Health and Safety Executive (HSE) and other appropriate bodies as required.
- Support Trust staff in sourcing and the procurement of services deemed to be necessary to ensure the maintenance of the premises and associated services meet the highest standards.
- Have oversight of the Trust Data dashboard administered by the Trust Central Team and ensure schools are provided with adequate information and instruction.
- Provide support to Headteachers on accident investigation and any remedial actions required are taken or requested.
- Report, as necessary, to Trustees on Health and Safety matters.

Site Caretaker/Premises Staff Lead

- a) maintain an understanding of the site premises team responsibilities, including an awareness of relevant premise related Health and Safety legislation, issues and procedures and operating within these requirements.
- b) ensure that they are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged, and where necessary, adequate, and appropriate training and information in Health and Safety matters is provided.
- c) control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures are implemented.
- d) ensuring adequate security arrangements are maintained.
- e) ensuring the general cleanliness of the premises and that adequate welfare facilities are provided.
- f) carry out regular inspection of the areas of the premises for which they are responsible to monitor that workplace Health and Safety standards are in effective working order and that a safe means of access and egress is maintained.
- g) ensure that adequate fire safety arrangements and emergency procedures are implemented and maintained.
- h) ensure that plant and equipment is adequately maintained.
- i) arrange for the regular testing and maintenance of electrical equipment.
- j) maintain records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
- k) ensure that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
- l) ensure the adequate provision of Health and Safety, insurance notices, Display Energy Certificates and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations.

- m) ensure that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date.
- n) maintain a Health and Safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon request.
- o) ensure that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures.
- p) liaise with outside bodies on matters of Health and Safety relating to electricity, gas, water supplies, (understand the chlorination/testing of the water systems, be familiar with the legionnaires log), waste disposal, safe access of pedestrians and vehicles, building regulations and planning.
- q) liaise with contractors and those letting school premises on Health and Safety practices before starting work or commencing a letting. Contractors will provide evidence that they have completed an adequate risk assessment of all their planned work.
- r) liaise with the Headteacher/Trust Health and Safety Co-ordinator with regards to the engagement of contractors and other service providers, ensuring that they are competent to carry out the duties for which they are engaged without the schools incurring excessive cost.
- s) seek advice from the Trust Central Team or external organisations on Health and Safety matters and best practice where necessary.

Faculty Leads/Heads of Departments/Team Leaders

- a. ensure that all staff within their department or whom they line manage understand their responsibilities under the terms of this policy.
- b. procedures for safe working practices within their departments are laid out in their curriculum schemes of work and comply with appropriate Health and Safety regulations.
- c. risk assessments are undertaken within their departments and these are reviewed annually or sooner if required with any issues reported to their link SMT member Headteacher.
- d. appropriate inspections and routine maintenance are carried out for all equipment within their department and relevant records kept of such works.
- e. protective clothing and equipment need are identified and provided where necessary.
- f. staff have appropriate training and access to safety information in relation to all equipment and materials used.
- g. there is liaison with their link SMT member and/or Headteacher and that required safety measures are implemented when agreed.
- h. that any accidents to pupils or staff are immediately reported through the established systems.
- i. when authorising work to be undertaken or authorising the purchase of equipment, ensure that the Health and Safety implications of such work or purchases are considered.
- j. ensure that hazardous substances are identifiable, stored, transported, handled, and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- k. ensure that agreed safety standards are maintained, particularly those relating to housekeeping all relevant safety documents including CLEAPSS, DfE Guides, etc. are maintained and made available to all employees.
- l. that Health and Safety is an agenda item at the Department Meeting at least 3 times a year for practical subjects and at least twice a year for other subjects.

All Employees

- a. act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, and other persons.
- b. observe all instructions on Health and Safety issued by the Trustees or any other person delegated to be responsible for a relevant aspect of Health and Safety.
- c. act in accordance with any specific Health and Safety training received.
- d. report all accidents and near misses in accordance with site procedures.
- e. know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f. co-operate with other persons to enable them to carry out their Health and Safety responsibilities.
- g. inform their line manager of all potential hazards to Health and Safety, those which are of a serious or imminent danger.
- h. inform their line manager of any shortcomings they identify in these Health and Safety arrangements.
- i. exercise good standards of housekeeping and cleanliness.
- j. co-operate with any appointed/elected safety representative(s) and the enforcement officers of the Health and Safety Executive (HSE).
- k. follow up issues raised by themselves concerning safety to ensure that they are thoroughly investigated and, when necessary, further effective controls implemented.
- l. take reasonable care of their own safety.
- m. be aware of the procedures for lone working and follow guidance to ensure their own safety and security.
- n. take reasonable care of the safety of others affected by their actions.
- o. dress sensibly and safely for their working environment or occupation
- p. conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks.
- q. use all safety equipment and/or protective clothing as directed.
- r. maintain all equipment in good condition and report defects to their line manager and the site premises lead.
- s. report any safety hazard or malfunction of any item of plant or equipment to their line manager and the site premises lead.
- t. follow the site accident reporting procedure for all accidents whether an injury is sustained or not.
- u. attend as requested any Health and Safety training course.
- v. observe all laid down procedures for processes, materials and substances used.
- w. observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Special obligations of Teachers

- a. exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b. follow the Health and Safety procedures applicable to their area of work.
- c. give clear oral and written Health and Safety instructions and warnings to students as often as necessary.
- d. ensure the use of personal protective equipment and guards where necessary.
- e. make recommendations to their line manager on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment, or machinery.
- f. integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with any agreed requirements.
- g. ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h. regularly check their classrooms for potential hazards and report any observed to the site premises team/caretaker.

- i. undertake an annual risk assessment for their classroom(s)

Lunchtime Supervisors/Duty Staff

- a. ensuring that they are at their designated place on time.
- b. ensure that pupils' queue for lunch in a safe and orderly manner.
- c. monitor behaviour in their designated area of duty.
- d. deal with any incidents of bad behaviour and following these up.

Staff Carrying out School Transport Duties

- a. ensure that they are at their designated place on time.
- b. ensure the safety of pupils while they wait for and board school transport.
- c. ensure that pupils wait in an orderly manner and do not move until the bus has finished manoeuvring.
- d. liaise with office staff regarding late or missing buses.
- e. report any concerns regarding pupil transport to the Headteacher/member of the Senior Management Team responsible.

Contractors

- All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the relevant authority of any risks that may affect the school staff, students, and visitors.
- All contractors must always be aware of the Trust's Health and Safety Policy and emergency procedures and comply with these.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, Trust Officers or Headteachers will take such actions as are necessary to protect the safety of school staff, students, and visitors.

Pupils and Parents

- co-operate with Teachers and school staff on Health and Safety matters.
- do not interfere with anything provided to safeguard their own or their child's Health and Safety or the safety of others in school.
- take reasonable care of their own and their child's Health and Safety in school; and report all Health and Safety concerns to a member of staff.

Students

Students, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the Health and Safety of themselves and others.
- observe standards of dress consistent with safety and/or hygiene.
- observe all the Health and Safety rules of the school and the instructions of staff given in an emergency.
- use and not wilfully misuse, neglect or interfere with things provided for their Health and Safety.

Section B - Legal Framework

The following is a brief guide on Health & Safety legislation for the benefit of all staff within the Trust:

- a. Health and Safety legislation is enforced by the Health & Safety Executive, in accordance with the requirements of the Health & Safety at Work Act etc. 1974 (HASAWA).
- b. The Trustees remain ultimately responsible for Health and Safety across the Trust. Within this framework, the Trust may appoint an external party, to provide the framework for the management of Health and Safety. This will include the development and maintenance of policies, and the provision of guidance, on the management of foreseeable risks to Health and Safety in school.
- c. An advisor is commissioned to monitor standards of Health and Safety across the Trust, ensuring adequate risk assessments are developed in accordance with generic guidance. An external provider acts on behalf of the Trust to report accidents and ill health resulting from the work activity across the Trust, following the recommendations of the legal framework.
- d. All Trust staff should follow all policies and procedures described in the Trust Health and Safety Policy.
- e. All employees must also co-operate with any commissioned external parties monitoring procedures and report any matters that may jeopardise the Trust's ability to comply with Health and Safety legislation. Essentially, how these Policies are applied in your school is described in this document.
- f. Section 7 of HASAWA places a duty on all employees of the Trust to take reasonable care to ensure that their actions or omissions at work do not adversely affect the Health and Safety of themselves or other persons.
- g. The Act also requires employees to co-operate as far as is necessary so that the Trustees can comply with any duties or requirements placed on them by any of the relevant statutory provisions.
- h. A person who does not co-operate as necessary may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction at a Magistrate's Court, a fine for each breach of Sections 2-6 of HASAWA.

HM Inspectors of Health and Safety

- a. Inspectors may enter Trust premises at any time, without notice, but in practice they would usually notify the Trust of a proposed visit to one of our schools.
- b. Section 21 of HASAWA Act empowers a duly appointed Inspector to serve any person an "Improvement Notice" stating that he/she is contravening HASAWA of one or more of the statutory provisions and requiring the person to remedy the contravention within a specified time.
- c. Section 22 of HASAWA empowers an Inspector to issue a Prohibition Notice upon any person in control of activities that constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced to a level acceptable to the Inspector.
- d. If notified of a visit the Headteacher will advise the external advisor (Shropshire Council Health and Safety Team) immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.
- e. Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must immediately inform the Headteacher, who will, immediately inform the CEO and subsequently the Chair of the Trust.

Section 3 - Policy Development

Planning is the key to ensuring that Health and Safety efforts work at the Trust and its schools, by planning and setting objectives, identifying hazards, and assessing risks and implementing standards all help to create a positive Health and Safety culture.

Section 4 - Competent Advice

Each Trust school subscribes to a Service Level Agreement (SLA) with the Shropshire Council Health & Safety Team who will provide competent technical advice on Health and Safety matters where necessary to assist such employees in their task.

Further support can be obtained by collaborating with other schools and seeking guidance from the Trust Health and Safety Co-ordinator or CEO alongside the services of an external consultants.

Section 5 - Measuring Performance

This Policy will be monitored actively through management Health and Safety auditing systems carried by external organisations and through the role and functions of Trade Union appointed Health and Safety representatives / employee representatives, and reactively by the continued collation of accident, near miss, violent incident and ill health statistics produced on a regular basis.

Section 6 - Mandatory Site-Specific Documents

All sites as a minimum will have mandatory documents and procedures in place based around the individual school with all subsequent site-specific risk assessments. The Headteacher of each school has the responsibility to ensure that the documents specified below are in place and reviewed annually or due to an incident.

- Fire Logbook
- School Health and Safety Procedure
- School Emergency Plan
- School Emergency Evacuation Plan
- School Lockdown Plan
- School Fire Risk Assessment & Workplan
- School Asbestos Control Plan

Section 7 - Policy Review

This Health and Safety Policy will be reviewed on an annual basis and amended accordingly.

Part 3 – Individual Site Local Arrangements

(Details to inserted here by each Trust Executive Headteacher/Headteacher.